

DEATH REGISTRATION POLICY

for Santa Clara County



Filing Options:	<p>100% Electronic – FD creates DC and Permit in EDRS and submits for attestation. Physician remotely attests via voice or fax. FD submits for registration. VRR registers DC and Permit is issued via EDRS.* FD prints Permit and sends in application/fees to VRR within four days.</p> <p>Drop-to-Paper Signature Verification – FD creates DC and Permit in EDRS, drops DC to paper, collects ink signature from physician. FD faxes DC to VRR for signature verification. VRR registers DC and Permit is issued via EDRS.* FD prints Permit and sends in original DC with application/fees to VRR within four days.</p> <p>Dual Pass, Step 1 – Hospital creates DC and obtains attestation from physician. Hospital “transfers” record to FD in EDRS. FD completes DC in EDRS. FD submits for registration. VRR registers DC and Permit is issued via EDRS.* FD prints Permit and sends in application/fees to VRR within four days.</p> <p>Counter- or Hand-Filing (for power outages and other technical problems only) – FD types DC and Permit and collects ink signature from physician. FD hand carries DC and Permit to VRR for registration/permit issuance. VRR hand-stamps DC and Permit. Application/fees due at time of service. (VRR reserves the right to request FD use office-provided computer to enter data into EDRS prior to registration/issuance.)</p> <p>Emergency/After-Hours Filing – FD types DC and Permit OR creates DC and Permit in EDRS and drops to paper. FD collects ink signature from physician. FD hand carries DC and Permit to after-hours location: Santa Clara Valley Medical Center - Admitting Department, 751 S. Bascom Ave, San Jose, CA 95128 (408-885-6600).</p>								
Medical Information (MI) Review:	<p>Sending a record for MI Review in EDRS is mandatory. For non-EDRS FDs, call our office for assistance.*</p>								
Other Circumstances:	<p>Unlocking/ Abandoning Records – Use CA-EDRS Fax Sheet to communicate request.*</p> <p>Re-File Permit/Amendment – If a DC has been registered electronically and FD needs to re-file (change the disposition) or create an amendment, FD creates the re-file Permit and/or Amendment in EDRS and faxes a request form to VRR. VRR will issue Permit upon notification.* None EDRS Refilling and Ship in are done over the counter only</p> <p>Permit Mistakes – If FD creates a permit in error, FD uses the Fax Sheet or calls the office to communicate which Permit to register and which one to ignore. (The Permit will not be abandoned, but it will not be issued either).</p> <p>Filing for another Funeral Home – If a FD files a DC on behalf of another FD, written approval must be obtained from the requesting FD on letterhead and faxed to us so we can charge burial permitting fees and issue certified copies to the appropriate FD.</p>								
Coroner Protocol:	<p>Referral Number – FD initiates DC and clicks “Refer to Coroner” in EDRS, faxes a working copy DC to Coroner, and alerts physician to call Coroner (408-793-1900) to confirm. Coroner Investigators will enter the word “None” (which means Case Reviewed and Declined).</p> <p>Coroner Cases – Coroner creates DC in EDRS. FD calls Coroner (408-793-1900) to confirm name of decedent. Coroner “transfers” record to FD or drops to paper for non-EDRS FDs. FD creates Permit and files via 100% Electronic or Emergency Filing.</p>								
Area Hospital Protocol:	<p>Stanford – Creates DC and obtains physician attestation, then uses transfers records for EDRS FDs. Drops-to-paper for non-EDRS FDs</p> <p>Lucile Packard – Creates DC and obtains physician attestation, then uses transfers records for EDRS FDs. Drops-to-paper for non-EDRS FDs</p> <p>Kaiser Santa Clara – provides worksheet to FD and facilitates physician attestation via fax.</p> <p>VA Palo Alto – provides worksheet to FD and facilitates physician attestation via fax.</p> <p>Valley Medical Center – provides worksheet to FD.</p> <p>*All other hospitals do not provide any coordination services; FD must contact physician directly to get medical information and arrange for attestation.</p>								
Fees:	<table border="0"> <tr> <td>Death - \$12</td> <td>VA Copy of Death - \$0</td> <td>Fetal Death - \$9</td> <td>Stillbirth - \$9</td> </tr> <tr> <td>Death Search - \$12</td> <td>Permit - \$11</td> <td>Cross-File (incoming) - \$3</td> <td>Transit Letter - \$5</td> </tr> </table>	Death - \$12	VA Copy of Death - \$0	Fetal Death - \$9	Stillbirth - \$9	Death Search - \$12	Permit - \$11	Cross-File (incoming) - \$3	Transit Letter - \$5
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Ordering:	<p>Submit Application for Death-related Purchases (rev 1/09) with appropriate fee. Mail or drop-off application with copy 4 of Permit and original DC, if applicable, within 4 days. Service promise to fulfill orders is within 2 to 3 business days. Reminder no over the counter order processing available</p>								
Contact Information:	<p>Santa Clara County Public Health Department Vital Records and Registration Program 976 Lenzen Ave, First Floor San Jose, CA 95126</p> <p>Tel 408-885-2008 open 9am-4pm (closed 12pm-1pm) Fax 408-885-4899 Web www.sccphd.org/vitalrecords</p>								

MI Reviewed by staff in the order they are received *Expect up to 1 hour turnaround time on VRR review/registration services.

- Abbreviations:**
- FD – Funeral Director
 - DC – Death Certificate
 - EDRS – Electronic Death Registration
 - VRR – Vital Records and Registration - Local Registration District